

HOUSE RULES

Appendix to the Occupancy Contract, Permanent Occupancy Contract and Rental Contract

Dear Resident,

Living together in a housing community requires mutual consideration and tolerance. The observance of and compliance with the House Rules by all residents aims to ensure good neighbourly relations.

In order to safeguard the interests of residents and the Cooperative, the Board of Directors issues these House Rules.

The House Rules are an integral part of your Occupancy Contract. By signing the Occupancy Contract, you agree to abide by these House Rules.

The Cooperative reserves the right to make changes and additions to these House Rules if necessary. Changes and additions will also become part of the Occupancy Contract after notification.

The apartment you occupy is the property of the Cooperative. All residents therefore have a special obligation to take care of the buildings, apartments, common facilities and outdoor areas.

In addition, each resident has the duty to behave in such a way as to avoid disturbing and inconveniencing others.

The Board of Directors or persons authorized by it are entitled to control the careful treatment of Cooperative property and to carry out inspections of the apartments. For this purpose, after prior notification and stating the reason, entry into the residential and storage rooms is permitted.

In the event of damage caused by violation of the House Rules, those responsible will be held liable. In the case of repeated violations, the board reserves the right to terminate the Occupancy Contract and, if necessary to exclude the resident according to the statutes.

1. Safety and Security of the Building

1.1.

The main door to the building must be kept closed (not locked). The cellar access doors inside and outside, yard and attic doors shall be kept locked at all times. Emergency exits are to be used only in case of emergency and shall be kept closed.

1.2.

Old, useless and worthless objects of any kind should not be placed in the common areas. Service rooms, such as electrical rooms, boiler rooms, etc., are to be kept free of objects of any kind and must be left locked for safety reasons.

Entrances to the building and yard as well as stairs and corridors must be kept free of obstructions, since they serve as escape routes.

The parking of baby carriages and walkers in the stairwell requires the written permission of the Cooperative. Permission can only be granted if escape routes are not restricted and other residents are not excessively hindered.

If items are authorized by the Cooperative to be temporarily stored in common areas, they must be marked by name. Objects that are not labelled will be disposed of at the expense of the resident after prior written notice.

1.3.

If metering or shut-off devices for electricity, heating, gas or water are located in the resident's basement, the Cooperative is entitled to gain access in cases of emergency and damage.

1.4.

In the event of a breakdown of general building services, such as staircase lighting, lifts, heating or hot water, the Cooperative or the Emergency and Breakdown Service ('Not- und Havariedienst') must be notified immediately. The telephone numbers can be found on the noticeboards of the building.

1.5.

For safety reasons, the staircase lightbulbs may not be removed or replaced with lower wattage bulbs.

1.6.

The general regulations of fire protection are to be observed and complied with by all residents.

Smoking or the use of naked lights is prohibited in stairwells, corridors, in the entire basement area, in attics, niches, lifts, storages rooms or similar rooms.

These areas are also not suitable for storing flammable and other combustible substances, such as solvents, gasoline, etc., and gasoline-powered vehicles. Repairs of such vehicles in the buildings are prohibited.

Barbecuing with solid, gaseous or liquid fuels is prohibited on balconies, loggias and the areas directly adjacent to buildings.

If, in spite of all precautionary measures, a fire breaks out in the building or in the immediate vicinity, the fire brigade must be alerted immediately and the Cooperative must be informed.

Disposing of advertising material and recyclable materials of any kind in the common areas of the buildings is prohibited. The appropriate recyclable material containers are to be used.

1.7.

In case of frost or danger of frost, the water pipes and drainage pipes belonging to the apartment must be protected from freezing. In case of outdoor temperatures below 5°C, the staircase, basement and attic windows should be opened only for brief ventilation. In case of bad weather, e.g. storms, all windows must be kept closed.

2. Apartment and Building

2.1.

All rooms are to be kept clean, adequately ventilated and treated with care at all times. Balconies are to be included in the cleaning.

Damage to equipment or facilities caused by improper operation by the resident shall be repaired by the Cooperative at the resident's expense.

2.2.

Residents shall take care of the apartment- and building keys given to them. In the event of loss, these (or, if necessary, the lock cylinder) must be replaced at the resident's own expense.

2.3.

At any time, any noise exceeding the normal level and which may disturb the peace of fellow residents, is to be avoided. Excluded from this are construction measures of the Cooperative.

Quiet hours: from 13:00 to 15:00 and from 22:00 to 07:00.
as well as all day on Sundays and holidays.

Drilling/hammering hours: Monday to Friday
from 09:00 to 13:00 and from 15:00 to 19:00
Saturday: from 09:00 to 12:00.

Drilling/hammering is not allowed on Sundays and holidays.

Television, radio, other sound equipment and computers are to be kept at an indoor noise level. When used in the open air, on balconies or loggias, they should not disturb other residents.

Housekeeping or handicraft activities which cause noise are to be carried out outside the aforementioned quiet hours.

Parties or celebrations must not cause unreasonable inconvenience to other residents. The aforementioned quiet times also apply strictly here.

Children should play in the designated play areas. In the spirit of community, mutual consideration is to be observed when playing outdoors, also in compliance with the quiet times listed above.

Noisy games such as soccer are not permitted in green spaces or in the immediate vicinity of buildings.

Games or playing are not allowed in stairwells, corridors or other adjoining rooms. Children are to be informed accordingly.

2.4.

The sanitary facilities and sinks must be kept clean. Waste and other objects must not be poured into sinks, washbasins or toilets. If blockages or damage occur due to non-observance of this rule, these will be cleared or repaired at the expense of the person responsible.

2.5.

In the event of breakdowns or damage to utilities (gas, water, electricity), the Emergency and Breakdown Service ('Not- und Havariedienst') must be called immediately. Defective devices are to be switched off.

2.6.

Structural changes of any kind in the apartments require the written consent of the Cooperative. Structural changes to the exterior and balconies are not allowed. The installation of awnings or sunblinds on the balconies requires the written consent of the Cooperative.

2.7.

The erection of private radio and television antennas as well as SAT systems within sight of buildings is not permitted, nor is the attachment of such systems to the building or parts of the building.

2.8.

The operation of private electrical appliances (e.g., in basements) is only permitted via the meter belonging to the apartment.

2.9.

Laundry drying is allowed in drying rooms, attics and the laundry drying areas outside. In order to avoid damage to the building, the drying of washing in the apartment is allowed only in the bathroom.

The hanging of washing on the balcony within sight as well as the attachment of washing lines to trees and fences is not permitted.

2.10.

The exhaust system in bathrooms and kitchens must not be obstructed or closed. The cleaning of accumulated dust particles shall be carried out regularly, at least every six months. The connection of exhaust hoods and ventilators to the exhaust system is prohibited for fire safety reasons.

2.11.

The area of the balcony partition to the neighbouring apartment, which serves as an escape route in case of danger, must not be walled up or blocked with heavy objects.

2.12.

Feeding birds, especially pigeons, as well as shaking out objects (e.g. rugs) or throwing out food and other consumables (e.g. cigarettes, etc.) and objects of any kind from the windows and balcony is strictly prohibited.

3. Cleaning

Building and property, outdoor facilities and rubbish enclosures are to be kept clean in the interest of all residents. Self-caused dirt on the property or in the building must be removed immediately by the person who caused it

4. General Rules

The skylights in the stairwells must be kept closed at all times and only opened in case of emergency (see also point 4.7).

4.1.

Sufficient ventilation must be provided in the apartment. In winter, a brief ventilation usually suffices; if possible this should be carried by creating a draught through cross-ventilation. This prevents cooling of the apartment and the adjacent apartment. Ventilation of the apartment via the staircase is prohibited.

4.2.

When watering flowers in the balcony box, care must be taken to ensure that the water does not run down the wall or drip onto the balconies or windowsills of other residents.

4.3.

Lifts are not to be overloaded and are to be used with care. In buildings with lifts, where the lift extension needs to be opened for transport, this must be notified to the Cooperative at least 1 week in advance.

4.4.

Rubbish is to be disposed of in the rubbish enclosure in the containers provided for this purpose and separated in accordance with the rules and regulations. For the disposal of bulky rubbish, the resident shall arrange an appointment with the municipal disposal company. The bulky rubbish is to be taken out for collection at the earliest the evening before collection.

4.5.

Vehicle repairs, vehicle washing and oil changes are not permitted on Cooperative grounds.

4.6.

Parking is allowed only in designated areas, with the vehicle's exhaust pipe facing the building. Warming up of engines while parked is not allowed.

Fire brigade access roads and fire brigade parking areas must be kept clear. Fire brigade, emergency services and ambulance services must not be hindered by parked vehicles. Vehicles without registration plates and wrongly parked vehicles will be towed away at the expense of the owner.

On parking areas of the Cooperative, which are marked with the sign "Parking only in marked areas with permission/parking permit of the WBG Zukunft eG" (*"Parken nur in gekennzeichneten Flächen mit Genehmigung/Parkausweis der WBG Zukunft eG"*)

gestattet"), vehicles without a parking permit of WBG Zukunft eG will be towed away at the expense of the owner.

4.7.

Fire protection, rescue and smoke extraction facilities, such as roof escape hatches, corridor windows and emergency exits, are to be opened or used only in emergencies

5. Pets

5.1.

Keeping larger animals such as dogs requires written permission from the Cooperative. Dogs must be kept on a leash outside the apartment. A muzzle must be placed on dogs in the lifts. Owners shall not let their pets defecate on the Cooperative's premises and are responsible for removing any mess their pet makes.

Pets, especially dogs and cats are to be kept away from children's playgrounds and sandpits.

The keeping of exotic animals, such as spiders, snakes, etc., requires the permission of the Cooperative and, if necessary, will be granted with conditions. Non-compliance with these conditions will result in permission being revoked.

5.2.

If keeping dogs, the dog owner shall take out an adequate liability insurance. This must be presented in the course of the approval procedure and evidence of insurance can be requested at any time by the Cooperative.

5.3.

When keeping so-called fighting or listed dogs, the applicable regulations must be complied with. A temperament test must be submitted before the permit is issued.

5.4.

Keeping animals outside the apartment is not permitted.

The House Rules come into force
from 01.07.2022.

The Board